



Skipton Town Council

Finance and Policy Committee Thursday 19 April 2018 at 6.30 pm

Present: Cllrs: C Clark (Chairman), P Madeley, K McIntyre, R G Heseltine & E Jaquin.

Officers: Dave Parker (Chief Officer) Sam Poole (Finance Manager) & Wendy Allsopp (Administration and Member Services Manager)

In attendance: Cllr J Kerr

1. To accept representations from the Public between 6.30 pm and 6.45 pm.

None

2. To accept apologies for absence.

Apologies were accepted from Cllr C Harbron (ill health), A Rankine (family commitments) & P Whitaker (holiday).

3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.

None

4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non-pecuniary interests.

None

5. To note the minutes from the previous meetings held on 15 February & 29 March 2018.

It was **RESOLVED** to accept the minutes from the meetings held on 15 February & 29 March 2018 as a true and accurate record of what transpired at those meetings.

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Chairman:

6. To report and receive information arising from the minutes of items not on the agenda from members and the Chief Officer.

Petyt Library – The Chief Officer informed Members that Ermysted’s Grammar School had agreed to re-site the Petyt Library. However, due to building improvement work going on in the available room this was not yet an option.

It was **AGREED** to allow the Chief Officer to explore temporary options for the storage of the Petyt Library from the end of the month.

7. To agree a protocol to define the roles of Leader and Chairman (Town Mayor) within the Council

It was **AGREED** to make appropriate recommendations to Full Council for inclusion within the Council’s Standing Orders.

8. To agree the remit, membership and frequency of meetings of the Council’s revised Standing Committees

Members **AGREED** to make appropriate recommendations to Full Council for adoption and for inclusion within the Council’s Standing Orders to include the statement that for all Committees (except Finance & Policy and Audit & Scrutiny Members may send a substitute should they be unable to attend.

9. To review proposed amendments to the Council’s Standing Orders

Members **AGREED** to recommend the proposed amendments to Full Council for adoption at the Annual Meeting on 17th May 2018.

10. To approve arrangements for satisfying the Council’s obligations under the forthcoming General Data Protection Regulations (GDPR)

The Council’s obligations under the forthcoming General Data Protection Regulations (GDPR) were **NOTED** and Members **APPROVED** entering into a Service Level Agreement (SLA) with Craven District Council for the provision of Data Protection Officer services.

11. To identify capital projects which could be funded in 2018-19 (recommendations from the Public Services Committee)

Members **AGREED** to support the recommendations made provided that this matter is discussed again should the Town Council need to pay for storage of the Petyt Library and match funding is awarded for the new access at the Middletown Allotment site.

12. To consider, in principle, a proposal regarding Member e-mail addresses

It was **AGREED** that, should the Council need to issue official documents (including Committee meeting agendas) with more ease the Officers should investigate providing a system of Town Council originated email addresses for the use of Members taking into account current costings for issuing such papers as a hard copy.

13. To consider excluding press and public for consideration of items 14 & 15 on the grounds that they relate to confidential matters

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable and in the public interest that the press and public be asked to withdraw.

14. To consider matters relating to the Council's office accommodation at Skipton Town Hall

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15. To receive an oral update on progress with the Council's revised Staffing Structure from the Leader/Chief Officer.

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It was **RESOLVED** to readmit press and public.

16. To receive notification of matters that members would like including on a future agenda.

North Parade income investment options

The meeting closed at 7.30 pm